## Lamar University

## Educational Technology Leadership Internship

## Sarah Lopez—Cohort 9

## January 2011

***Instructions:*** *Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a* ***minimum of 50 hours*** *of field-based experience. For each week, enter a brief description of your internship activities for that week in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the week.) Enter the hours you worked for each week at the end of the row. Total the week’s hours, then enter the total number of internship hours that you have worked as of the end of the week.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date: 1/30/11 Total Internship hours at the start of the month:** | | | 40 |
| **Week** | **Functions** |  | **Hrs** |
| **1** | **Week’s Activities** | Winter Break |  |
| **Communication with Supervisor** |  |
| **2** | **Week’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **3** | **Week’s Activities** | Create PDF files and uploaded into ActiveInspire (the program for our flipcharts for out Promethean Boards). Sent files to my team members for use in classroom.  Connected Promethean to computer in System Preferences for staff member.  TF-I, TF- III, TF-V | 3 |
| **Communication with Supervisor** | Talked with Harry Tschoerner for location in system preferences to mirror teacher computer to Promethean board. |
| **4** | **Week’s Activities** | Taught staff member how to import Word files into ActiveInspire.  TF-I, TF-III, TF-V | .5 |
| **Communication with Supervisor** |  |
| **5** | **Week’s Activities** | Began creating list of questions about planning, policies, and procedures to ask our campus technology facilitator.  TF-VII | 3 |
| **Communication with Supervisor** | Set up meeting with Sherri Guerra for her to answer questions. |
| **Hours worked this month:** | | | 6.5 |
| **Total internship hours to date including this month:** | | | 46.5 |

### Reflection

Our campus got Promethean Boards installed in October this year. Many teachers are reluctant to use the new technology, and need training. Even I am learning new things about the program every month. A great amount of our curriculum is available as a Word file, and my technology facilitator showed my how to create a PDF file and import it into the program used for our smart boards. This has increased my use of the board, as well as my teammates because I have been helping them and sending them some files to use. I also showed another teacher how to do the simple process. Because of this I have already seen an increase in the use of the technology. I plan to create a step-by-step document and send it to the staff. Creating the list of questions to ask my technology facilitator was informational. I am excited to ask them and learn about how Mesquite goes about planning and budgeting, as well as creating the leadership and vision for technology in the district.